

STUDENT ACCOUNTS  
PURPOSE AND  
INTRODUCTION

Only the offices of Admissions & Registrar, Center for Business/Industry Training (CBIT), and Community Education (CE) have the authority to establish an account for each student at the College. A new student account is established automatically in the student information system when a student admission application has been accepted by the Admissions & Registrar office or when a student enrolls in a CBIT or CE course.

CHARGES

Before the registration period begins, the Bursar shall ensure that the student information system has been updated for the Board approved tuition and fee rates for credit courses.

Charges relating to tuition and fees are posted to a student account during registration. Charges for each semester are due and payable on or before the payment deadline dates stated in the College calendar. If a student is a recipient of financial aid and his/her actual awarded financial aid is less than the total tuition and fee charges, the student must pay the balance in full or by installment plan prior to the payment deadline.

INSTALLMENT  
PLANS

With the assistance of Nelnet Campus Commerce, formerly FACTS Management Co., an online installment plan is available. This payment plan requires a non-refundable enrollment fee of \$25.00 and can be drafted from a checking or savings account or charged to any major credit card.

Students with payment plans who add, drop, or cancel classes will have their contract automatically adjusted before the next payment is processed.

Nelnet will assess a \$30 missed payment fee for any rejected payments.

**By Texas law, "A STUDENT WHO FAILS TO MAKE A FULL PAYMENT OF TUITION AND FEES, INCLUDING ANY INCIDENTAL FEES, BY THE DUE DATE MAY BE PROHIBITED FROM REGISTERING FOR CLASSES UNTIL FULL PAYMENT IS MADE. A STUDENT WHO FAILS TO MAKE PAYMENT PRIOR TO THE END OF THE SEMESTER MAY BE DENIED CREDIT FOR THE WORK DONE THAT SEMESTER."** Texas Education Code, 54.007(d)

**The College will prohibit release of an official transcript of all credits earned until full payment of all amounts due and payable under the agreement have been made.**

Tuition installment payment plans not paid in full by the Invoice date (see COLLECTIONS) will be assessed an invoice fee by the College equivalent to one hour of in-district tuition.

REFUNDS

If a student is compelled to withdraw from school or reduce course load during the Fall/Spring sixteen week or Summer eleven week semesters, refunds of charges shall be made as follows:

- before or during the first twelve class days 100%
- during the thirteenth through the fifteenth class days 70%
- during the sixteenth through the twentieth class days 25%
- After the twentieth class day 0%

Withdrawal from non-semester length courses will be prorated according to the guidelines of the Texas Higher Education Coordinating Board.

Only the President and/or Vice President, Financial Services & CFO, may authorize a refund of a greater percentage than listed above.

A student is due a refund if a credit balance exists on his account after posting of all correct charges, payments, financial aid, scholarships, etc.

If the College is on payment-by-reimbursement with the U.S. Department of Education, the refund must be processed and a check/disbursement issued within fourteen (14) days of receipt of funds.

Any student receiving Title IV financial aid funds shall be subject to federal regulations governing such funds.

The Assistant Bursar is responsible for processing student refund checks/disbursements and shall ensure the following:

1. Weekly, a list of all accounts with credit balances shall be printed from the student information system. All charges and credits on the accounts must be verified for completeness and accuracy.
2. Student refund checks/disbursements must not be issued to students with a debit accounts receivable balance.

ACCOUNTING CD  
STUDENT ACCOUNTS/CASH RECEIPTS/ACCOUNTS RECEIVABLE (REGULATION)

CASH RECEIPTS  
PURPOSE AND  
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Generally, checks, cash, and credit cards are received by various offices throughout the College. For example, library fines/fees are collected by the Library; ticket sales are collected by the Clarion; childcare payments are collected by the Bill & Julia May Childcare Center; rental payments are collected by the Dow Academic Center; and students pay on accounts at the Cashier and at the Community Education office.

GENERAL  
PROCEDURES

The College has developed the following procedures to ensure that all cash received by the College is accounted for and deposited intact for safekeeping.

All cash and checks shall be forwarded to the Cashier's office. Cashiers must record the cash to the student account in the student information system or as a hand-written receipt and prepare the bank deposit slip. Cashiers shall prepare a daily reconciliation comparing the cash receipts to the bank deposit slip. The bank deposit is carried to the bank daily by the College Security personnel. The reconciliation, hand-written receipts with supporting documentation, and bank deposit slip must be forwarded to the Bursar daily.

The Bursar must review and enter the deposit in to the financial accounting system. The bank deposit with supporting documentation is then scanned and attached to the deposit entry within the banking module of the financial accounting system.

The Senior Administrative Office Specialist to the Vice President, Financial Services & CFO, shall distribute to the Cashier the checks received through the mail. The Cashier shall prepare receipts.

Cash or checks received by other College offices (e.g. the Foundation, Alumni, President, etc.) must be processed through the Cashier.

The Cashier shall accept payments at the window for student accounts receivable and must also prepare a hand-written receipt for the payer.

All checks should be restrictively endorsed as follows: For deposit only - Brazosport College. The Administrative Office Specialist – Business Services shall reconcile the bank statement to the general ledger bank account within ten business days of receipt of the bank statement.

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ACCOUNTS  
RECEIVABLE  
PURPOSE AND  
INTRODUCTION

An accounts receivable is an amount due to the College for goods and services that have been provided, but for which payment has not been received.

The types of accounts receivable include student, employee, third party entities, federal government (Pell, SEOG, Title III, etc.), and other accounts receivable.

The College must have a system of internal control for managing the accounts receivable process:

- Requirement for establishing and recording a receivable
- Collection actions and timeline for the collection process
- Approvals for adjustments to accounts
- Periodic review of past due accounts
- Criteria for writing off accounts and approvals needed
- Process for restoring a previously written-off account and recording receipt of payment
- Reporting

STUDENT  
RECEIVABLE

A student accounts receivable is created when an invoice is entered in the financial accounting system. Student invoices are entered by the Bursar and the Assistant Bursar.

An invoice is created when all other internal means of collection have been extinguished.

CREDITS/  
ADJUSTMENTS

A credit memo shall be entered for any credit adjustment to an invoice. An explanation of the adjustment and supporting documentation must be attached in all cases. The Bursar and Assistant Bursar shall enter all credit memos in to the financial accounting system.

COLLECTIONS

Using the outstanding student balance report from the student information system, the Cashier shall followup on balances owed the College using the following steps:

1. Phone call to student and note added to ZogoTech;
2. Letter mailed to student;
3. Hold entered in the student information system (to restrict student from enrolling and/or receiving a transcript); and
4. Invoice created in the financial accounting system and mailed to student.

WRITE-OFFS

Only the President or Vice President, Financial Services & CFO, may authorize an account to be written-off. If an account is written-off, it does not mean that collection efforts

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will cease. Write-off is simply the term given to remove the account from the active student accounts receivable file.

Accounts recommended and approved for write-off must have been rendered useless (i.e. internal, external, and legal efforts to collect have not resulted in any monies paid on account).

UNCOLLECTIBLE  
ACCOUNTS

It is the policy of the College to reserve a prorated amount based on the age of the student receivable in the student accounts receivable at the end of each fiscal year in the reserve for uncollectible account.

RECONCILIATION

The Student Accounts Receivable Aging report is reconciled to the general ledger monthly by the Bursar.

NON-STUDENT  
RECEIVABLES

A non-student receivable is created when an invoice is entered in the financial accounting system.

Business Services is responsible for establishing the terms and conditions for payment at time an account is created. The debt must be documented by purchase order or contract specifying terms and conditions and payment terms.

College invoices must provide the following information:

1. description the services or goods provided;
2. address to which payment must be sent;
3. contact information for billing inquiries;
4. total amount due; and
5. the date payment is due to be received by the College

COLLECTIONS

The Assistant Bursar and the Financial Services Coordinator will follow up on all non-student accounts receivable invoices, with the assistance of the department that requested the invoice, if necessary.

The College is required to exert every effort to collect all delinquent receivables. The College may withhold a customer's access to goods or services when an account has a receivable balance.

WRITE-OFFS

A write-off is the reduction of an accounts receivable balance to record a loss due to an account being deemed uncollectible after all reasonable and lawful collection attempts have failed. A write-off does not discharge the debt. Charges that have been written-off are still owed the College.

When determined by the Director, Business Services, that collection efforts have been exhausted and will not result in the payment of the amount due, the account will be considered uncollectible.

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The President or Vice President, Financial Services & CFO, will review collection efforts and be the final approval and authorize the past due account to be written-off and removed from the financial records.

RECONCILIATION

The Accounts Receivable Aging report is reconciled to the general ledger monthly by the Bursar.

GRANTS/  
CONTRACT  
RECEIVABLES

All non-student aid grants and contracts are invoiced and monitored by Grant Accountants. Invoices are prepared and submitted depending on the terms of the grant or contract agreements. Grant Accountants are responsible for the followup on delayed payments on grant and contract accounts every 30 days.